



USAID
FROM THE AMERICAN PEOPLE

EL SALVADOR

SOLICITATION NUMBER: 72051924R10013

ISSUANCE DATE: January 29, 2024

CLOSING DATE/TIME: February 9, 2024 /11:59 PM
El Salvador time

SUBJECT: Solicitation for a Cooperating Country National Personal Service Contractor (CCN PSC - Local Compensation Plan)

TITLE: Development Assistance Specialist (Monitoring & Evaluation)

Dear Prospective Offerors:

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking offers from qualified persons to provide personal services under contract as described in this solicitation.

Offers must be in accordance with **Attachment 1** of this solicitation. Incomplete offers will not be considered. Offerors should retain copies of all offer materials for their records.

USAID will evaluate all offerors based on the stated evaluation criteria. USAID encourages all individuals, including those from disadvantaged and under-represented groups, to respond to the solicitation.

This solicitation in no way obligates USAID to award a PSC contract, nor does it commit USAID to pay any cost incurred in the preparation and submission of the offers.

Any questions must be directed in writing to the Point of Contact specified in the Attached 1.

Sincerely,
Sara Mohy
Suliman
Sara Suliman
Contracting Officer

Digitally signed by Sara
Mohy Suliman
Date: 2024.01.23 13:07:23
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I. GENERAL INFORMATION

- 1. SOLICITATION NO.: 72051924R10013**
- 2. ISSUANCE DATE: January 29, 2024**
- 3. CLOSING DATE AND TIME FOR RECEIPT OF OFFERS: February 9, 2024 / 11:59 PM El Salvador time.**
- 4. POINT OF CONTACT:** Executive Office / USAID, El Salvador Central America & Mexico; e-mail at ssvacancies@usaid.gov
- 5. POSITION TITLE: Development Assistance Specialist (Monitoring & Evaluation)**
- 6. MARKET VALUE: \$35,864.00 - \$57,377.00** equivalent to **FSN-10**.
In accordance with AIDAR Appendix J and the Local Compensation Plan of the U.S. Mission in El Salvador. Final compensation will be negotiated within the listed market value.
- 7. PERIOD OF PERFORMANCE:** USAID expects the successful offeror to provide continuous services under a series of sequential contracts subject to availability of funds.
- 8. PLACE OF PERFORMANCE:** USAID/El Salvador with possible travel as stated in the Statement of Duties.
- 9. ELIGIBLE OFFERORS:** This position is open to **All Interested Offerors**. ALL OFFERORS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.
 1. Current employees serving a probationary period are not eligible to apply.
 2. Current employees with unsatisfactory performance are not eligible to apply.
 3. Management will consider nepotism/conflict of interest, budget, and residency status in determining a successful offeror.
- 10. SECURITY LEVEL REQUIRED:** Selected offeror must be able to obtain a favorable Security Certification for employment authorization from the U.S. Embassy's Regional Security Office.
- 11. STATEMENT OF DUTIES**
 - 1) General Statement of Purpose of the Contract**

The Development Assistance Specialist (Monitoring and Evaluation - M&E) is a member of the Citizen Security (CS) Office in USAID/El Salvador and closely coordinates with other key offices in the Mission.

The Development Assistance Specialist (M&E) works under the direct supervision of the CS Program Officer (Support Team Lead) and in close coordination with CS Contracting Officer's Representatives (CORs) and Agreement Officer's Representatives (AORs). Incumbent provides program and evaluation support to the CS Office to ensure that the proposed programs, projects, and activities are consistent with CS priorities. Incumbent has primary responsibility for assisting A/COR's in the monitoring, evaluation, and impact analysis of CS-funded programs in El Salvador and throughout the region and to responding with CS program information to inquiries from Washington D.C, the Mission Front Office, and other interested parties. The incumbent provides CS A/COR's with technical expertise and assistance in all matters pertaining to evaluation, monitoring, and program budget review and reporting.

The Development Assistance Specialist (M&E) will identify, develop, and evaluate performance and impact indicators for all CS projects that focus on human rights, rule of law, preventing crime, protecting vulnerable populations and victims, and improving the criminal justice system in El Salvador. The CS Development Assistance Specialist (M&E) will develop and evaluate performance and impact indicators and reports for key policy objectives. The incumbent will also have other assignments including report writing, budget analysis and monitoring and communications to provide both quantitative and qualitative analysis as needed by the CS Office portfolio.

2) Statement of Duties to be Performed

a) Evaluation and Planning (40%)

Develops and maintains a comprehensive Evaluation Plan for CS by reviewing with each A/COR the evaluation needs and priorities of individual activities. At the design phase of an activity, the CS Development Assistance Specialist (M&E) will coordinate closely with the Mission M&E Specialist to ensure adequate measures and funds are in place to accurately assess the activity and document results. On an annual basis, incumbent coordinates with the Mission M&E Specialist in planning, designing, and implementing evaluations that were approved as part of the Mission Evaluation Plan. Incumbent coordinates with the Mission M&E Specialist to integrate evaluation findings into decision making about CS strategies, program priorities, and project and activity design. Incumbent is responsible for collecting all CS evaluation information reported in the annual Performance Plan and Report (PPR) and coordinating with the Mission M&E Specialist for inclusion in the Mission reports.

b) Monitoring and Reporting (40%)

Incumbent works closely with A/COR's and is responsible for preparing Performance Monitoring Plans. Incumbent manages the CS Performance Monitoring Plan. The CS Development Assistance Specialist (M&E) works with the Mission M&E Specialist to ensure annual CS activity work plans and monitoring plans include relevant and effective performance measures that provide an accurate measurement of impact and results (outputs and outcomes). Incumbent is

responsible for input of data into the annual Operation Plan and Performance Plan Report, by recollecting data from A/CORs. Incumbent works with A/CORs to prepare and follow-up on Site Visit Plans each quarter, with emphasis on CS activity oversight and Data Quality Assessment (DQA) reviews. Incumbent prepares CS reports in full compliance with DQA requirements.

c) Information Coordination (10%)

Incumbent coordinates responses to requests from USAID/Washington D.C. and other key stakeholders on program activities and summaries. Incumbent will conduct research and collect resources and information to respond to on-going mission information needs or special requests for assessing new areas of intervention, evaluating on-going program implementation and preparing strategic and/or reporting documents. The CS Development Assistance Specialist (M&E) will also work with technical offices to map program sites utilizing GIS technology to identify trends in programming and cross-cutting programming opportunities. Incumbent maintains up to date data sheets on all CS projects in both Spanish and English, Power Point Presentations, etc.

d) Program Planning and Analyses (10%)

Responds to information inquiries. Assists the CS Project Management Specialists in drafting and editing CS program documents such as the Operational Plan, Performance Plan and Report, and Annual Program Reports as required. The Development Assistance Specialist (M&E) will also perform other duties as assigned, such as budget and financial reviews, and support the team with both qualitative and quantitative analysis of performance of the CS portfolio. Incumbent will provide backup coverage for the Development Assistance Specialist (M&E) in the Democracy and Governance Office.

The contractor is eligible for temporary duty (TDY) travel to the United States, or to other Missions abroad, to participate in the "Foreign Service National" Fellowship Program, in accordance with USAID policy.

3) Supervisory Relationship

- a. Supervision Received:** Employee works under the supervision of the CS Program Officer (Support Team Lead). The Specialist plans and carries out assignments with a high degree of independence and is primarily responsible for planning and executing own work. The Specialist meets regularly with the supervisor to discuss the status of projects and related activities and receive instruction regarding Mission, office, and team priorities. The Specialist works independently but seeks advice and assistance as appropriate.
- b. Supervision Exercised:** The position is non-supervisory.

12. PHYSICAL DEMANDS

The work requested does not involve undue physical demands.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

- A. Education:** A minimum of a bachelor's degree in social science, Public or Business Administration, International Relations or Liberal Arts required (**Copy of degree is required**)
- B. Prior Work Experience:** A minimum of three (3) years of job-related, professional-level experience in monitoring and evaluation, project design, program planning, implementation, budget development and analysis and interpretation of data and presentation of findings in written form is required. Experience in the application of research and assessment methods, and compilation of qualitative and quantitative data into final written and oral reports. Experience in a developing country setting, and/or in planning, development, implementation, and providing monitoring and evaluation work for a donor or international organization, or Salvadoran public or private sector institutions. Demonstrated up-to-date knowledge related to M&E, budget analysis and experience working or collaborating with other donors, governments, international organizations, etc. Demonstrated independent analytical work from either primary or secondary sources, and some specialized training or experience in monitoring and evaluation.
- C. Language Proficiency:** Level IV in written/spoken English and Spanish is required. (This will be tested)
- D. Job Knowledge:** Comprehensive knowledge of the principles and best practices for monitoring, implementation modalities, impact assessment, and evaluation of development programs is required. Advanced knowledge of M&E systems and different approaches to M&E implementation is required. Comprehensive knowledge or potential to acquire such knowledge of the U.S. Government (USG) and USAID operations, regulations, procedures, and documents relating to strategic and program planning, activity design, impact assessments and M&E requirements are required. Broad understanding of issues related to international development and transition economies is required. Knowledge of local and regional political, economic, and social environments is required. (This may be tested)
- E. Skills and Abilities:** This position requires advanced analytical quantitative and qualitative skills, communication (oral and written), interpersonal, and teamwork skills, and problem solving as well as the ability to effectively manage stress and conflict is required. The ability to serve as an effective liaison with the Mission M&E Specialist and other relevant offices is essential. This work requires great flexibility, an ability to react to changing systems with sound analyses, and the ability to work under pressure. Excellent organizational skills and the ability to multi-task and stay organized in a

complex and frequently changing environment is a requirement. The work requires excellent English writing and computer skills, in order to develop presentations, reports, and spreadsheets in Microsoft Office and Google Docs. Diplomacy, tact, cultural sensitivity, and team participation are required, in order to establish and maintain effective working relationships within the DG Office and other offices in the Mission. (This may be tested)

III. EVALUATION AND SELECTION FACTORS

The Government may award a contract without discussions with offerors in accordance with [FAR 52.215-1](#). The CO reserves the right at any point in the evaluation process to establish a competitive range of offerors with whom negotiations will be conducted pursuant to [FAR 15.306\(c\)](#). In accordance with [FAR 52.215-1](#), if the CO determines that the number of offers that would otherwise be in the competitive range exceeds the number at which an efficient competition can be conducted, the CO may limit the number of offerors in the competitive range to the greatest number that will permit an efficient competition among the most highly rated offers. The FAR provisions referenced above are available at <https://www.acquisition.gov/browse/index/far>.

USAID may conduct reference checks, including references from individuals who have not been specifically identified by the offeror, and may do so before or after a candidate is interviewed.

1. Offerors will be initially screened based on the extent to which the individual meets the minimum qualifications above.
2. A Technical Evaluation Committee (TEC) will review and evaluate the offers that meet the minimum requirements and will create a ranking of the most highly rated and technically qualified offerors based on the following evaluation criteria:

Prior Work Experience (30%)

Job Knowledge (30%)

Skills and Abilities (40%)

3. As assessed against the Technical Evaluation criteria, offerors who possess qualifications that exceed the minimum requirements may be awarded additional points/credit in the evaluation process.
4. The TEC will conduct interviews of the most highly rated offerors before making a selection recommendation to the Contracting Officer (CO). The interview will be one of the determining factors in the final selection.

5. Before a final offeror is selected for the position, the CO will direct the TEC or the Human Resources Division to perform professional reference checks and they will also be factored into the final selection.
6. At the end of the process, only the Offerors who are invited for an interview will be notified of the TEC final selection.

IV. SUBMITTING AN OFFER

1. Interested offerors for this position must complete and submit the following form or the offers will not be considered: **Application for US Federal Employment (DS-174 English version)**, which is available on our website <https://eforms.state.gov/Forms/ds174.pdf>
2. Offerors must submit the DS-174 form **IN ENGLISH** to ssvacancies@usaid.gov and clearly reference the solicitation number and Position Title on all offeror submitted documents.
3. **Offerors must submit a copy of the required degree.**
4. Offerors may submit any other documentation (e.g., cv, cover letter, essays, certificates, awards, etc.) that addresses the qualification requirements of the positions as listed above.
5. Offers must be received by the closing date and time specified in **Section I, item 3**, and submitted to the Point of Contact in **Section I**.
6. Offeror submissions must clearly reference the Solicitation number on all offeror submitted documents.

V. LIST OF REQUIRED FORMS PRIOR TO AWARD

1. Once the CO informs the successful Offeror about being selected for a contract award, the CO will provide the successful Offeror instructions about how to complete and submit the appropriate forms.

VI. BENEFITS AND ALLOWANCES

As a matter of policy, and as appropriate, a Cooperating Country National (CCN) PSC is authorized benefits and allowances in accordance with AIDAR Appendix J and the LCP of the U.S. Mission in El Salvador.

VII. TAXES

Locally employed staff are required to follow Mission policy and local labor law as described in the LCP.

VIII. USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs

USAID regulations and policies governing **CCNPSC** awards are available at these sources:

1. **USAID Acquisition Regulation (AIDAR), Appendix J**, “Direct USAID Contracts With a Cooperating Country National and with a Third Country National for Personal Services Abroad,” including **contract clause “General Provisions,”** available at <https://www.usaid.gov/ads/policy/300/aidar>
2. **Contract Cover Page form AID 309-1** available at <https://www.usaid.gov/forms>. Pricing by line item is to be determined upon contract award as described below:

LINE ITEMS

ITEM NO (A)	SUPPLIES/SERVICES (DESCRIPTION) (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
0001	Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: Cost - Product Service Code: <i>[e.g., R497]</i> - Accounting Info: <i>[insert one or more citation(s) from Phoenix/GLAAS]</i>	1	LOT	\$ _TBD_	\$ _TBD_ at Award after negotiations with Contractor —

3. Acquisition & Assistance Policy Directives/Contract Information Bulletins (**AAPDs/CIBs**) for Personal Services Contracts with Individuals available at <http://www.usaid.gov/work-usaid/aapds-cibs>
4. **Ethical Conduct.** By the acceptance of a USAID personal services contract as an individual, the contractor will be acknowledging receipt of the “**Standards of Ethical Conduct for Employees of the Executive Branch**,” available from the U.S. Office of Government Ethics, in accordance with **General Provision 2 and 5 CFR 2635**. See <https://www.oge.gov/web/oge/nsf/OGE%20Regulations>.
5. **PSC Ombudsman**
 The PSC Ombudsman serves as a resource for any Personal Services Contractor who has entered into a contract with the United States Agency for International Development and is available to provide clarity on their specific contract with the Agency.
 Please visit our page for additional information: <https://www.usaid.gov/work-usaid/personal-service-contracts-ombudsman>.

The PSC Ombudsman may be contacted via: PSCOmbudsman@usaid.gov.

6. FAR Provisions Incorporated by Reference

52.204-27 - PROHIBITION ON A BYTEDANCE COVERED APPLICATION - (JUN 2023)